

## Tips to Avoid Zoom “Bombers”

*How to take charge of your Zoom meeting and avoid gate crashers*

### Zoom Meeting or Zoom Webinar?

UC ANR has just a few Zoom *Webinar* accounts. Zoom *Meeting* is good for most webinar and meeting needs.

**Number of participants:** *Meeting* can host up to 300 attendees. *Webinar* can take up to 1,000.

**What’s the difference?** *Webinar* has essentially the same options as *Meeting*. The differences? *Webinar* has a **Q&A option** and is a **view-only platform** (meaning the attendees only see hosts or panelists and cannot see each other and the Host cannot see the attendees).

### How to Avoid Zoom Bombers

When hosting a meeting, take the following security steps by changing the settings for your Zoom account (easy access from your ANR Portal):

1. **Limit sharing by others** by selecting “Host only” under “Screen sharing > Who can share.” This prevents people from taking over the screen. Promote attendees to co-hosts in the meeting to allow them to share their screens.
2. **Consider a password** to join the meeting.
3. **Turn off option to allow “file transfers”** so no one can send files through the chat.
4. **Use the “co-hosts” option once speakers join the meeting.** Zoom only allows one host! With the above sharing limit (#1), co-hosts can then share their screen.
5. **Use “alternate” host with care.** People identified as alternative “hosts” in your settings are not able to join a meeting with their email once the host has started the meeting.
6. **Change other options under settings:** There are a lot of options so practice before your meeting to see the effect of a setting change. A few common options are below:
  - “Mute participants upon entry”
  - “Play sound when participants join or leave”



Avoid zoom meeting disruption with these simple tips

#### Screen sharing

Allow host and participants to share their screen or content during meetings



#### Who can share?

Host Only  All Participants ?

#### Who can start sharing when someone else is sharing?

Host Only  All Participants ?

### When Using "Schedule a meeting"

1. Use the “Registration” option by indicating it is “required.”
2. Choose to “Generate Automatically” a meeting ID (i.e., don’t use your personal meeting ID).
3. Use “Require Meeting password” and do not embed the password in the meeting invite.

### During the Meeting

Click on participants and under “more” you have a range of mute options, e.g., whether participants can unmute themselves or not or to promote others to co-hosts for screen sharing.

### More on Zoom Training

<https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>

<https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/>